Little.ly Early Learning Centre

**Indoor Safety Checklist**

**Week commencing:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday**  |
| **Equipment and Toys** |
| Equipment and toys are in good condition and any broken resources are removed  |  |  |  |  |  |
| Children can access toys safely  |  |  |  |  |  |
| Toys are age appropriate and do not pose a chocking threat  |  |  |  |  |  |
| All furniture is positioned safely and cannot tip on children  |  |  |  |  |  |
| **Environment**  |
| Pathways are clear  |  |  |  |  |  |
| Exits and entries are clear |  |  |  |  |  |
| Floors are clean and clear from tripping or slipping hazards |  |  |  |  |  |
| Mats and carpets are flat  |  |  |  |  |  |
| Floor space does not have any pins, lids or chock able items |  |  |  |  |  |
| Windows are not damaged |  |  |  |  |  |
| Cords are not at child’s reach |  |  |  |  |  |
| Rubbish bins are emptied at end of day or when required |  |  |  |  |  |
| All chemicals and medications re out of reach of children |  |  |  |  |  |
| Safety hatches are on doors and cupboards  |  |  |  |  |  |
| Cleaning materials are stored safely  |  |  |  |  |  |
| Electrical outlets have safety plugs |  |  |  |  |  |
| **Bedding**  |
| Beds and cots are free from cords an curtains |  |  |  |  |  |
| Adequate space between cots for children’s safety |  |  |  |  |  |
| Beds and cots are clear from blankets, toys etc |  |  |  |  |  |
| All mattress and spray and wiped after each use  |  |  |  |  |  |
| Linen is washed as required  |  |  |  |  |  |
| Beds and cots are in good repair  |  |  |  |  |  |
| Children are able to be supervised/ checked every 5 minutes  |  |  |  |  |  |
| **Signature**  |  |  |  |  |  |